



Centralized Accounting and Payroll/Personnel System

CAPPS

Fiscal Year-End Activities for Fiscal 2021

Sept. 28, 2021

Fiscal Year-End Activities — Time & Labor

Annual-to-Sick Leave Conversion:

- Notify your employees of the deadline by which they must enter all annual leave entries with dates prior to 9/1/2021.
- Before processing a lump sum payment for an employee whose termination effective date is 9/2/2021 (or later), agencies must evaluate annual leave balances to determine if a manual conversion is necessary. This step is not applicable if the Annual-to-Sick Leave Conversion has already been processed.
- Complete the Annual-to-Sick Leave Conversion process.

Fiscal Year-End Activities — Time & Labor ...(continued)

Leave Liability Report:

- Agencies that deployed CAPPS before fiscal 2021 can run the Leave Liability report in CAPPS.
- Agencies that deployed in July 2021 will receive their Leave Liability report information (previously retrieved from the USPS Compensable Leave report) from the CAPPS Help Desk Support staff with their Fiscal Year-End ASP ticket **no later than Friday, Sept. 10, 2021.**
- Starting in fiscal 2022, agencies that deployed in July 2021 will be able to run the Leave Liability report in CAPPS.

Fiscal Year-End Activities — Time & Labor ...(continued)

Sick Leave Pool:

- Ensure all Sick Leave Pool Activity is up-to-date and run the Sick Leave Pool (SLP) Fiscal Year Process to update balances for the fiscal year.
- The process must be rerun any time retroactive prior Fiscal Year SLP actions are entered in Time & Labor (TL).

Fiscal Year-End Activities — Time & Labor ...(continued)

Emergency Leave Reporting:

- Emergency leave reporting for fiscal 2021 is due Oct. 1, 2021.
- On Sept. 25, 2021, we will load leave data to the Emergency Leave Reporting web application.
- Run the TX_TL_SB73_EMERGENCY_LEAVE_RPT query **before Sept. 25**, when the emergency leave data upload will occur (to ensure you can clean up the data prior to the CAPPS data cut that is uploaded to the web application).

Fiscal Year-End Activities — Time & Labor ...(continued)

Emergency Leave Reporting ...(continued)

- Certify in the web application by the **Oct. 1 deadline**.
- Ensure that the appropriate people have access to certify the Emergency leave reporting for fiscal 2021. **This access may take up to 2-3 days to set up.**
- Request access through your agency's security coordinator, who then submits the security request on your behalf.

NOTE: For **agencies that deploy in July 2021**, emergency leave data recorded in USPS or provided during deployment (for agencies not using USPS leave accounting) was converted to CAPPS and will be included in the CAPPS query.

Fiscal Year-End Activities — Time & Labor ...(continued)

Military Rollover:

- Complete the military rollover process **after** the federal fiscal year ends on Sept. 30.
- Ensure all military leave has been entered **before** running the rollover process in October or November of 2021.

Thank You!

CAPPS Production Support

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512-463-CAPPS (2277), Option 3



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